
NOTICE OF JOB VACANCY

Notice is hereby given that a vacancy exists in the classified service of the City of Union City for a full-time employee.

POSITION GS5.3 Clerk II Admin/Accounting (City Hall)

STARTING SALARY RANGE \$13.64 – 19.18/ hour

If you are interested in this position, an application must be filed by March 4, 2022. Applications may be obtained from the Personnel Office at the Municipal Building located at 408 S. Depot St. or online at www.unioncitytn.gov.

The job description for the above listed position is attached.



Kathy Dillon, City Manager

IT IS THE POLICY OF THE CITY OF UNION CITY, TENNESSEE NOT TO DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, AGE, SEX OR DISABILITY IN ITS HIRING AND EMPLOYMENT PRACTICES, OR IN ADMISSION TO, ACCESS TO, OR OPERATION OF ITS PROGRAMS, SERVICES AND ACTIVITIES.

GS 5.3 CLERK II:

DEFINITION:

This is a basic secretarial and clerical work with responsibilities of performing technical functions peculiar to a particular or specific department. An employee in this class is responsible for performing clerical and cashier duties. A superior is available to provide assistance when needed. Work is reviewed for accuracy and quantity by Department Head.

GENERAL DUTIES:

- Receives and deposits revenue.
- Issues licenses and permits.
- May act as a secretary to City Manager, Mayor, or designated board or officers.
- Types reports, letters and such for the office; cuts stencils for expository material, forms, and simple statistical data.
- Takes requests for utility services and maintains records.
- Assists in maintaining personnel records.
- Sorts material according to conventional, alphabetical, or numerical code.
- Operates standard office equipment, including the calculator, typewriter, mimeograph, adding machine, and duplicating machine.
- Receives and transmits messages over all communications equipment.
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of office practices and equipment; working knowledge of business English, spelling, punctuation and arithmetic; some knowledge of the principles of office procedures and ability to apply this knowledge to work problems; familiarity with general principles of bookkeeping and office records; skill in the taking and transcription of oral dictations; ability to keep records and to prepare periodic reports from such records; and ability to establish and maintain harmonious working relationships with other employees and the public. Ability to type accurately with a minimum speed of forty words per minute.

EXPERIENCE AND TRAINING:

One year of experience in clerical work with a high school education; formal course in typing or any equivalent combination of experience and training.